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Tiered Reimbursement

To: Local Child Care Administrative Agencies

Subject: Tiered Reimbursement: Grace Period, Notices, Child Care Administration on the Web (CSAW) and Child Care Provider Information (CCPI) Screens

Purpose: This memo explains the Information Systems, Notice and technical program changes related Tiered Reimbursement as introduced in Operations Memo 12-30.

Details: Effective July 1, 2012, Tiered Reimbursement will change the reimbursement structure for most child care providers receiving Wisconsin Shares child care subsidy. Included in this memo is a reference table for the grace period for authorizations ending if a provider has not submitted their YoungStar (YS) Contract. In addition, attached are revised and new Notices for parents and providers, and new and revised screens in CSAW and CCPI.

Tiered Reimbursement Materials

It is recommended that the Wisconsin Shares subsidy workers review the following documents:

1. [Operations Memo 12-30](#) for reimbursement policy changes.
2. YoungStar Tiered Reimbursement Screen (CSAW/CCPI): This is a document that explains the changes to the two systems. The document is posted at <http://dcf.wisconsin.gov/childcare/wishares/techmemo.htm>.
3. The Tiered Reimbursement MS Live Meeting available at <https://www306.livemeeting.com/cc/dfcc/view>.
4. "Change Scenario Matrix": This matrix explains various change scenarios that have effects on licensing/certification, YoungStar and/or Wisconsin Shares subsidy. A link to the document is attached to this memo at <http://dcf.wisconsin.gov/childcare/wishares/techmemo.htm>.

5. Revised child care Notices for parents and child care providers are posted at <http://dcf.wisconsin.gov/childcare/wishares/techmemo.htm>.
6. Payment inserts mailed to providers pertaining to the Tiered Reimbursement: <http://dcf.wisconsin.gov/childcare/wishares/provider/default.htm>.
7. Sharing the News – June 2012 (Newsletter): <http://dcf.wisconsin.gov/childcare/wishares/newsletter/default.htm>.

Grace Period

As outlined in the Operations Memo 12-30, effective 7/1/12, all Wisconsin licensed and certified child care providers must participate in YoungStar to be able to receive Wisconsin Share child care subsidy.

- Participation requires providers to return the YS contract renewal by their Anniversary Date, to their local YoungStar office.
- Out-of-state and in-home are exempt from participating in YoungStar, but are required to send a Shares Contract to DCF/YoungStar office by their Anniversary Date.

Provider Anniversary Dates can be viewed in both CSAW and CCPI under the YoungStar details link, and in the YoungStar Case Management System. Failure to participate in YoungStar or submit a Contract by an Anniversary Date will result in existing authorizations ending and an inability to enter new authorizations in CSAW.

If the provider has not submitted the YS Contract by the Anniversary Date, a grace period of six (6) to twelve (12) days beyond a provider's YS Anniversary Date has been programmed to allow additional days during which the provider may return their contract. The grace period is intended to minimize the disruption of authorization(s) ending and to maintain continuity of care for families. The length of the grace period depends upon the day of the week the provider's Anniversary Date falls as follows:

Anniversary Date	Authorization End Date	Grace Period
Monday	Saturday of the Following Week	12 Days
Tuesday	Saturday of the Following Week	11 Days
Wednesday	Saturday of the Following Week	10 Days
Thursday	Saturday of the Following Week	9 Days
Friday	Saturday of the Following Week	8 Days
Saturday	Saturday of the Following Week	7 Days
Sunday	Saturday of the Same Week	6 Days

When the provider's YoungStar status is in grace period status, the authorizations entered prior to the grace period can continue but no new authorizations can be created until the YS Contract has been entered into the system.

Notices

All system-generated provider and parent notices will populate in CARES Worker Web (CWW). Effective 7/1/12, a new page in Child Care Provider Information (CCPI) system called Correspondence under the Location section will allow workers and providers access to all notices sent to their location. Samples of notices that have been revised are available at <http://dcf.wisconsin.gov/childcare/wishares/techmemo.htm>.

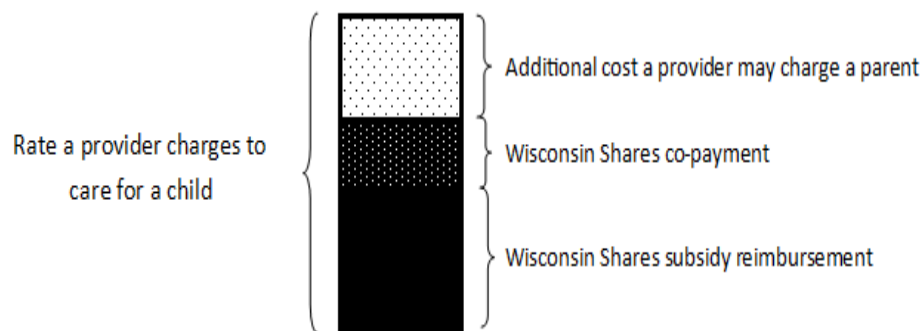
Authorization Notice

The following changes have been made to the parent and provider authorization notices. The first revised notices will be mailed out on Monday, July 2nd, 2012.

Parent Authorization Notice

Parent authorization notices will now include:

- The provider's private rate, if licensed. The provider rate for all Certified providers will display as N/A because no private rates are collected for these providers.
- The Wisconsin Shares system-determined parent copayment. The parent copayment is the amount the Wisconsin Shares program expects the parent to pay as a participant of the program. The provider may ask the parent to pay for the full difference between the provider's private price and the amount the Wisconsin Shares program pays on their behalf.



- The YoungStar rating. On the authorization notice, the YoungStar rating reflects the rating for the provider as of the date of the notice. Retro authorizations may fall under a different YoungStar rating period.
- YoungStar Details section has been added to the notice, which explains Star levels and Tiered Reimbursement structure.
- The Parent Responsibilities section has been enhanced to reflect current policies and procedures.

Provider Authorization Notice

Similar changes have been made to the provider notice except that providers will not see the YoungStar rating and rating details on the authorization notice. Providers receive these updates from the YoungStar program. Additionally, providers can go online to the Child Care Provider Information (CCPI) system to view their YS participation history on the YoungStar Details page. Providers who do not have CCPI access can also view their rating on the Public Search page at childcarefinder@wisconsin.gov.

If a provider's rates are not accurate and they want them changed in the CSAW system, they must submit their new rates in writing to the local agency per Child Care Manual Chapter 3, Section 3.4.2. Rates cannot be backdated.

Child Care Payment Adjustment Notice of Decision

On the Child Care Payment Adjustment Notice of Decision, there is a new line item under "negative payment adjustment summary" that states "YoungStar Retroactive Adjustment". This falls under the "new negative adjustment list". Only the negative YoungStar amounts will appear on this notice, coded as YSR (YoungStar retroactive).

Previously, the approved two week zero hour attendance positive adjustments (ZRO) appeared on this notice. The positive adjustment will now appear on the provider's remittance.

Child Care Payment Information

The Child Care Payment Information (CCSF) notice is mailed to parents with active authorizations at a provider who has been terminated from Wisconsin Shares. This notice informs them that they must contact their child care authorization worker to change providers if they wish to continue to have Wisconsin Shares assist in paying for child care. The notice also states that with the implementation of YoungStar Tiered Reimbursement on July 1, 2012, child care providers who wish to serve families enrolled in Wisconsin Shares are required to participate in YoungStar.

The YoungStar Contract Renewal

The YoungStar Contract Renewal is the form providers must fill out to renew their participation in YoungStar. These will be mailed to providers at least 60 days prior to the

YoungStar Anniversary Date. If providers fail to return the Contract Renewal on or before the Anniversary Date, authorizations to the provider will end at the end of the grace period.

YoungStar Participation Reminder

The YoungStar Participation Reminder is sent to child care providers who have yet to return their Contract Renewal. The notice reminds the provider when they must return the Contract (by the Anniversary Date) to avoid having all their authorizations end. The notice gives specific dates for the Anniversary Date and authorization end date, and also informs them their parents will receive a letter (see YoungStar Authorization Warning Notice) the following week if they do not return their Contract.

This notice is listed in CWW correspondence under the code CCY4. The system will batch process these notices every Tuesday and look for Anniversary Dates in the week that is 5 weeks ahead.

Note: Local YoungStar Offices frequently reach out to providers early in the renewal process to encourage them to submit the YoungStar Contract in a timely manner.

YoungStar Authorization Warning Notice

The YoungStar Authorization Warning Notice is sent to parents whose child care provider has yet to return the Contract Renewal. The updated authorization end date is listed on each parent's notice. The notice informs the parent that if the provider fails to return the Contract, all authorizations will end on the last date of the grace period.

This notice is listed in CWW correspondence under the code CCY3. The system will batch process these notices every Tuesday and look for Anniversary Dates in the week that is 4 weeks ahead.

Note: Parents will not receive this notice if the provider returns their Contract before the batch process runs.

YoungStar Authorization Ending Notice

The YoungStar Authorization Ending Notice is sent to parents whose child care provider has yet to return the YoungStar Contract renewal. This notice is sent during the grace period informing the parent their authorization will end on the last date of the grace period. The updated authorization end date is listed on each notice. Parents are reminded their provider may require them to pay the total cost of care provided beyond the authorization end date.

The system will batch process these notices every Tuesday and look for Anniversary Dates in the following week.

Note: If the provider returns the Contract within the grace period, workers may retro authorize to the provider. Otherwise, no new authorizations can be created in CSAW until the provider reapplies.

Authorization End with Appeal

Parents and providers will continue to receive the authorization end notice with appeal rights when the authorization actually ends. This is not a new notice but ensures the provider and parent receives ample communication regarding potential changes and actual changes in their authorization under Tiered Reimbursement.

CSAW Report on Ending Authorizations– YoungStar Related

Effective 7/2/12, a new report will be available in the CSAW Report Module that the workers can use to identify authorizations that will end if the provider does not participate in the YoungStar program.

Other CSAW changes

Case Activity Summary Screen

Effective 7/2/12, a new screen will be available in CSAW that will capture approved activity information from CWW pertaining to the eligible adults of the child care case. This page will automatically display when the authorization worker creates a new authorization. A link in the left side navigation screen in the CSAW Authorization Module has been added for this screen. Authorization workers should use this screen to help verify the appropriate number of hours to authorize for the child(ren).

Contacts: If you have questions about this Technical Memo, please contact the Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657